

# REGULAR MEETING OF THE COMMON COUNCIL MIDDLETOWN CONNECTICUT SEPTEMBER 6, 2016

The regular meeting of the Common Council of the City of Middletown was held in the Council Chamber of the Municipal Building on Tuesday, September 6, 2016 at 7 p.m.

#### Present:

Councilman Eugene P. Nocera, Councilman Thomas J. Serra, Councilwoman Mary A. Bartolotta, Councilman Gerald E. Daley, Councilman Robert P. Santangelo, Councilman Carl R. Chisem, Councilman Robert Blanchard, Councilman Grady L. Faulkner, Jr., Councilman Sebastian N. Giuliano, Councilman Philip J. Pessina, Councilwoman Deborah A. Kleckowski, Councilwoman Linda Salafia, Corporation Counsel Daniel B. Ryan, Sergeant-at-arms Officer Haddad, and Common Council Clerk Marie O. Norwood

#### Absent:

Mayor Daniel T. Drew

#### **Also Present:**

Ten members of the public and press.

### 1. Mayor calls meeting to order.

The Acting Chair asks Councilman Daley to lead the public in the Pledge of Allegiance.

Council Clerk Reads the Call of the Meeting and the Deputy Mayor declares call a legal call and the meeting a legal meeting.

The Acting chair states he is chairing this meeting and is maintaining his right to vote on any of the issues. He reminds the public that the public should keep all comments to five minutes during the public session.

## 2. Accept/Amend the Agenda.

Councilman Thomas J. Serra reads and moves for approval amending the Agenda to substitute item 13, Mayor's appointments; the changes are under Long Hill Estate Authority. Councilman Philip J. Pessina seconds the motion. The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

## 3. Presentations

(None)

# 4. Mayor requests motion to approve minutes of:

The minutes having been deposited with the Mayor and Corporation Counsel and copies of the same having been served on each and every Council member, the reading of the same having been dispensed with, the Chair requests a motion to approve the minutes. Councilman Robert Blanchard moves for approval the minutes of the Regular Meeting of August 1, 2016 at 7 p.m.; special meeting of August 1, 2016 at 6 p.m.; and special meeting of August 22, 2016 at 6 p.m. Councilman Sebastian N. Giuliano seconds the motion. The Acting chair calls for the vote. It is unanimous to approve with 12 aye votes. The Acting chair states the matter passes unanimously with 12 affirmative votes.

# 5. Public Hearing opens on proposed renaming of the former Remington Rand Building, 180 Johnson Street to the R. M. Keating Historical Enterprise Park.

Acting chair Santangelo opens the public hearing on the naming of the Remington Rand building to the R. M. Keating Historical Enterprise Park at 7:03 p.m.

Earle Roberts comes forward to speak and this became the Enterprise Zone while he was on the Council; it was hard to get tenants and through the years the naming this and he has supported to bring the properties back to the private sector. He would like to see the tally of this and likes promoting private use of the building. Gary Keating states he started this and thanks the Council

for the public hearing. It is important to recognize the history and think in years to come, Middletown can do a lot. You have history and the Indian prototype motorcycle was built there. In 1901 this was a motorcycle city and Motorcycle Mania is a big deal. You can bring a lot with the renaming by bringing its history to the fore front. He thanks the Council again. Chris Hinze and states very cool on the renaming of the building. Don Brucknell, great nephew of Robert Keating; the family is proud of the Keating name and thanks the Council for doing this.

#### 6. Public Hearing closes.

The Acting chair closes the public hearing at 7:07 p.m.

#### 7. Public Hearing opens on agenda items.

The Acting Chair opens the public hearing on agenda items at 7:07 p.m.

Earle Roberts addresses the Police Department appropriation request that is reimbursed through the private sector. In hard times, business needs a helping hand and over time with service we get, we should look at other ideas to pull in the cost to help. Hopes we can streamline this like using explorer kids. We should do this service and not at the high union rate. We need innovation to recommend to the Mayor. On taxpayer side, he is happy. He is not happy with the Fire appropriation. On a more positive, 12C on the farm lands, he applauds this effort. He spoke to the person and he hopes this becomes the way of doing things instead of the exception. We have a lot of open space. He applauds 12C. 12D the recycling, to put a fence up and hopes at the end of the day that we take pride in the transfer recycling center. He was on the original task force to create that and thinks the city should look at Haddam's and Portland's recycling center and hopes the fencing enhances that. Lastly, 12F, the transfer of LoCiP for fencing to pay for it. When we own it we should enhance it and hopes there is a follow up.

#### 8. Public Hearing closes.

The Acting chair closes the public hearing at 7:13 p.m.

#### Mayor requests Council Clerk to read bond ordinance requests and the Certificate of Director of Finance.

# A. Police Dept. \$417,386.99, Account No. 1000-18000-51358-0180, Private Duty Overtime, General Fund. (Approved)

Councilman Carl R. Chisem reads and moves for approval the Police Department appropriation request for \$417,386.99, Account No. 1000-18000-51358-0180, Private Duty Overtime, General Fund. Councilman Philip J. Pessina seconds the motion. Councilman Serra states for information, this line item went negative; however, there was also much higher revenue. This is not an actual appropriation.

The Acting chair calls for the vote. It is unanimous to approve with 12 aye votes. The Acting chair states the matter passes unanimously with 12 affirmative votes.

## B. Russell Library

\$2,844.67, Account No. 1000-07000-51215, Salaries & Wages PT Perm., General Fund (for fiscal year ending June 30, 2016).

# (Approved)

Before he reads this, he adds a friendly statement requested by the Assistant Finance Director, Diana Doyle; this goes at the end of the explanation and should say "This is for fiscal year ending June 30, 2016."

Councilman Thomas J. Serra reads and moves for approval the Russell Library appropriation request for \$2,844.67, Account No. 1000-07000-51215, Salaries & Wages PT Perm., General Fund with that additional to the summary regarding the fiscal year ending June 30, 2016. Councilman Grady L. Faulkner, Jr. seconds the motion. The Acting chair calls for the vote. It is unanimous to approve with 12 aye votes. The Acting chair states the matter passes unanimously with 12 affirmative votes.

# C. Fire Dept. \$24,700, Account No. 2010-50000-51110-0500, Salary, Fire Fund Balance. (Approved)

Councilwoman Mary A. Bartolotta reads and moves for approval the Fire Department appropriation request for \$24,700, Account No. 2010-50000-51110-0500, Salary, Fire Fund Balance. Councilman Philip J. Pessina seconds the motion. The Acting chair calls for the vote. It is unanimous to approve with 12 aye votes. The Acting chair states the matter passes unanimously with 12 affirmative votes.

# 10. Department, Committee, Commission Reports and Grant Confirmation Approval.

# A. City Clerk's Certificate (Approved)



# B. Monthly Reports: Finance Department - Transfer Report to July 20, 2016 (Approved)

	Transfers of Funds -	Operating Budget Accounts		
	Fram7/21/16	To822'96		
	FY 2016-201	T		T.
		Fron	To	
Date Department	Budget Item	Account No.	Account No.	Amount
DV21/16 Parking	Senaral Administrative	1000-18500-52110		(5,090.00
	Office Equipment Waintenance		1000-18500-55434	5,000.0
(8/15/16/EODM	General Administrative	1005-11000-52110		251.0
	Vieoge		1000-11000-52150	251.03
5823/16 Library	Engloyee Assistance Program	1008-67000-55190		(320.0)
	General Administrative	1000-67000-52110		196.0
	Data Services Online		1000-07000-5000	416.00
			-	0.00
	FY 2015-301	1		
0530/16 Library	Overtime	1000-07000-51340		(229.9)
	Repairs Maintenance to Building	1000-67000-53360		0.8
	Teleghone	1000-07000-64110		155.69
	Saturies & Wages, PT Penn		1906-07008-51215	386.24
9635/16 Police	Övertine	1006-18003-61340-0180	_	0.247.80
over or con-	Replacement OT	1000-18000-61357-0180		H5.225.H
Acital	Solones & Wages, PT Perm		1000-18000-51215-0182	191.8
Poles	Salares & Wagos, FT Perm		1000-18000-51110-2180	500.00
Alcoh	Private Duty Overfree		1000-18000-51368-0180	21,781.13
9635'16 Special	Copier Expenses	1000-27000-55435		(15/65)
	Postage		1006-27000-52190	1,518.5
06/30/16 Firs	Uniform Allowance	2010-50000-51952-0500		(2.424.9)
	Fica	2010-90000-61550-0500	- Promocovocov	(151.96
	Overtime		2016-50000-61040-0580	2.576.88
	Paid Holiday	2010-50000-51985-0900		(1,063,16
	Clessi Faci	2010-50000-54120-0900	-	(1.194.88
	Fil-ins		2010-50000-51971-2500	2.276.08
06/30/15 Fine	General Specialized Equipment	2010-50000-63100-6500		(1,384.69
	Refunds	2010-50000-52175-0500		(2,353.67
	Receirs Missintensece to Buildings	2010-50000-60380-0500		(3,621.15
	General Vehicle Services	2010-50000-53510-0500		(1.801.19

	Caselina	2015-53006-63542-6688		11,553,61
	Time	2019-50004-65533-6688		GHE OF
	Drug, Archiel, Physicists, Lots Teet	3013 50000 6534D-0588		dm100
	Sereni Administrative	3093-50000-62915-0588		(809.30
	Incentive Pay - Cologn	2015-5000M-519/S-0588		050.00
	And Develop Training	2013-50004-81920-0600		(00.30
	Building Materials	3015-500W-63225-46W		(10.10
	Fail Oil	3015-50008-64153-0688		(25) 68
	Contractual Services	2015-50004-65/15-6688		57.00
	Netrae	2015-0009-01503-0588		16.0
	Telephone	2010-60084-54115-0588		0.60
	Notical Gas/Property	2010-80084-54130-0588		18.12
	Accounting & Auditory	2015-5009-65110-4698		62.00
	Salares & Wagon, FT Feet	0.0000000000000000000000000000000000000	2010-10000-01110-0000	13,053.15
M30% Sover	(Inused Visibles Pari	3000-00000-015/1	-	4016
	Object Destine		3890-65006-61371	40.60
III.32/15 Pasing	Contradua Sevices	1000-18686-97/E	-	(05.00
	Series & Viagra, 77 Perm		1005-18506-61215	325.00
093015 Rbso	Salones & Wages, FT Perm	_	9000 010006 6711 0 00018	34739
Faces	Salates & Wates, FT Form		1800-23008-6111G-0018	S H N
Osletz	Salories & Wagos, FT Porm		900-23006-011/0-0200	38,411.43
Cen	Salatos & Magas, FT Porte		3000-04000-01112	34.48.6
Wen	Salates & Vieges, FT Form		800-39000-8111E	878ES
Asses	Salarian & Wagos, FT Form	1070-1000-01119	WAY STATE STATE	(2.40.8)
ECON	Salaries & Magae, FT Ferm	NOT WHEN I'M	1000-1000-FH10	13.90.20
PCD	Sebrier & Nages, FT Form		9800-14000-51110	15.054.37
Poke	Solution & Wagos, FT Form		900-9006H115-0188	130136231
Jens	Solution & Shapes, FT Ferm	9000-18000-61115-0180	and appointments	(0.817)
Person	Splanies & Trapes, FT Ferm	5000 00000 T 1000 Se	W00-W50641115	25.741.54
Comunications	Salarina & Magos, FT Partir		3000-1500-611-02	108.327.36
PWErghants	Submer & Mages, FT Perm		9000-23000-81110-0229	31 1/1 41
PWrighey	Soloties & Water, FT Parti		900-2000-6111E-02W	125,516,61
PW96: 5 Gn81	Soones & Wages, FT Parts	9000-20000-61119-0208	- COMPANIES OF	17.475.10
PW/refe:	States & Wages, FT Fare	WOODSON THE PARTY	1800-20006-61115-0251	12.508.25
Perit	Science & Magas, FT Form		900-31000-8111E	55.90.14
Solat Reserve	Salares & Mages, PT Perts	1000 36800 81128	ANALISMANTINE	2.64.80.00
Liny	Source & Mages, FT Perm	WWW.CLTR	1800-07000-61110	01.403.96
Duei	Stores & Wages, FT Perm		900-2000-0115	5.816.77
Ath.	Stories & Wages, FT Parts	_	900-21000-61110-0011	1.813
000	Sports & Wages, FT Alem		900-35006-61115-0069	79,562,73
Philametria.	Spares & Wage, FT Perm		900-2000-01115-009	0.90.0

					0.00
		Salaries & Wages, FT Temp		1000-2000-0-200-0130	800.00
(830/16	Senior	Geronal Spodialand Equipment	1008-32900-83169-0130		3000.00
1 3	Employee Breats	Redcore		1000 20000-01500	22,332.10
	RW	Salaries & Wages, FT Point	1008-05000-51118-0051		(25,833.37
	IT	Salaries & Wages, FT Perm	1008-00500-61116		101,200.95
	Recountry	Salaries & Wages, FT Parti-	1008-32900-61116-0321	A CONTRACT OF THE PARTY OF THE	(42,875.78
	PMPwis	Salaries & Wages, FT Perm	controver name	1008-22000-5/110-0120	87,120,67
	PREGRAD	Spianes & Wages, FT Pelm		1008-22000-5/110-0225	29,405.54
	Aleres	Scioner & Woger, FT Perm		1009-68800-51110	7,409,45
	Serior	Salaries & Wages, FT Parer		1008-32003-61110-0130	29,453.18
	Human Resources	Salaries & Wages, FT Ports		1008-06000-51110-0173	15,384,38
	PRSantation	Salaries & Wages, FT Form		1008-22000-01110-0229	1,459,36
	PMMUnicox Building	Salaries & Wages, FT Ferm		1008-22000-81190-0227	25,839.87
	PMReophig	Salaries & Wages, FT Form		1009-22000-61110-0222	5,859,84
	PMBuldro .	Salaries S. Wages, FT Farm.		1009-22000-81190-0221	29,881,24

C. Grant Confirmation and Approval - Board of Education, Various Grants (Approved)

				WN, CONNECTICUT 064		
REQUE	ST FO			COUNCIL CONFIRMATIO E FOLLOWING GRANT	N AND APPROV	AL
Grant Number:			285		Date of R	equest: 8/17/2016
Name of Grant:	as listed	betow				
Amount Requested:	\$4,230,	759.78		Code: 2450-33000-58405-X	-03025	
Grant Period:	From:	7/1/201	6 To:	6/30/2017 Rev Code 24	50-33000-43480-X-X	
Type of Grant:				Amount Loaned from Gen	eral Fund:	\$0.00
Department Administer	mell recent	the Lineary	Manager a	Doard of Education		
When any department, cor purposes, these funds shall Confirmation and approval Not-withstanding any other shall be an appropriation; n	Il be invit of such t Charter to public	ediately tr ransfer of provision,	nansferre half be g	is the recipient of any federal, ed to the specific unit which has given at the next regularly sched ion of the Common Council in a shall be required and said funds	s made application to fuled sessions of the confirming and appro-	r such-grant. Common Council. ving such transfer
When any department, corpurposes, these funds shall Confirmation and approval Not-winstanding any other	li be imm of such t Charter to public d.	ediately tr runsfer of provision, hearing to	ansferra half be g the acti nemon s	ed to the specific unit which has given at the next regularly sched ion of the Common Council in a shall be required and said funds	s made application to fuled sessions of the confirming and appro-	r such-grant. Common Council. ving such transfer
When any department, corpurposes, these funds that Confirmation and approval Not-whentening any other shall be an appropriation; for which they were granted to 2271 - Even Start Farm Life 36, 176, 000; 2775 - NEAT - MEDICAID 510,211.55, 73, 739, 304, 5004, 07, 6023 - 500, 6035 - ADED On 5666-50; 8035 - Fingerprint Selection of Selection Confirmation Conf	ll be imm of such 1 Charter to public d. o be pro- tracy \$14 Parent O 99 - Foc- oci Prog Central C er Receipt 1 Receipt	ediately transfer of provision, hearing the vided by 5,904.00; rganizing d Services fam Feesa office Rec- pts \$532.	this Gre 2388 - 1 Project a \$162,7 \$8,299 epts \$1	ed to the specific unit which has given at the next regularly sched ion of the Common Council in a shall be required and said funds	r made application to hided sessions of the confirming and approxi- may then be expend 74.00: 2782 - Cemp C Feen Theater \$30,16 ibs \$166,212.43; 80 ceipts \$2,086.00.80 \$344,165.00; 8037 - E sm \$797.25; 8037 - E	r auch grant. Common Council. Ing such transfer ted for the purposes Coller Whestling 8 00, 2721 - SPIID 03 - Workers Comp 9 - Maintenance ADED - Enrichmen van Start Roceipts
African any department, con- purposes, these funds that Conformation and approval- foct-whestening any other shall be an appropriation; in for which they were granted 52,71 - Even Start Farm Life 85,110.00; 2775 - NEAT - MEDICAID 510,211.55; 73 339,353,44; 5004 - 79.6023 - 500,00; 8035 - ADED Oth 5606,80; 8035 - Fingeoptin 5606,90; 8035 - Fingeoptin	ll be imm of such 1 Charter to public d. o be pro- tracy \$14 Parent O 99 - Foc- oci Prog Central C er Receipt 1 Receipt	ediately transfer of provision, hearing the vided by 5,904.00; rganizing d Services fam Feesa office Rec- pts \$532.	this Gre 2388 - 1 Project a \$162,7 \$8,299 epts \$1	ad to the specific unit which has joined at the next regularly sched ion of the Common Council in a shall be required and said funds ants. ECS - Aliance Grant \$3,274,01 \$8,700.00; 2703 - Middletown 192.00; 8001 - Refinear/COBR/ 00; 8005 - Surminer School Res. (8,443.00; 8003 - ADED COOP - Even Start Fam Learn Progr	s made application in whice descisions of the confirming and approximately made approximately made and approximately made	r auch grant. Common Council. Ing such transfer ted for the purposes Coller Whestling 8 00, 2721 - SPIID 03 - Workers Comp 9 - Maintenance ADED - Enrichmen van Start Roceipts
When any department, corpurposes, these funds that Confirmation and approval Not-whentening any other shall be an appropriation; for which they were granted to 2271 - Even Start Farm Life 36, 176, 000; 2775 - NEAT - MEDICAID 510,211.55, 73, 739, 304, 5004, 07, 6023 - 500, 6035 - ADED On 5666-50; 8035 - Fingerprint Selection of Selection Confirmation Conf	ll be imm of such 1 Charter to public d. o be pro- tracy \$14 Parent O 99 - Foc- oci Prog Central C er Receipt 1 Receipt	ediately transfer of provision, hearing the vided by 5,904.00; rganizing d Services fam Feesa office Rec- pts \$532.	this Gre 2388 - 1 Project a \$162,7 \$8,299 epts \$1	ad to the specific unit which has jeven at the next regularly sched ion of the Common Council in a shall be required and said funds and: ECS - Alliance Grant \$3,274,01 \$8,700.00; 2703 - Middletown 192.02; 8001 - Refineat/COBRA 00, 8005 - Summer School Rev 193.443.08; 8003 - ADED COOP 5 - Even Start Fam Learn Progr. SPED Tutton Reimbursement Signature:	s made application in whice descisions of the confirming and approximately made approximately made and approximately made	r auch grant. Common Council. erig such transfer fed for the purposes folder Wirestling. 8.00, 2721 - SPIED- 63 - Workers Comp 9 - Mainterance ADED - Enrichmen von Start Receipts ecial Programa
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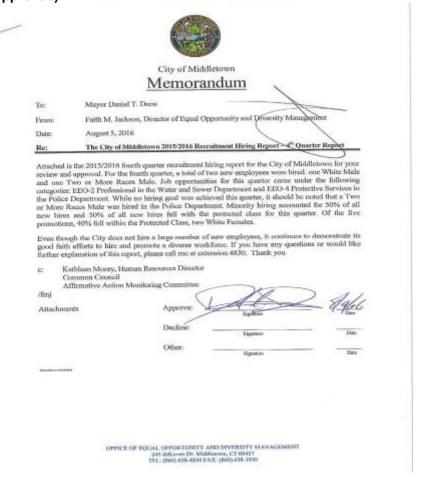
# D. Grant Confirmation and Approval - Arts & Culture (Approved)

930303603		DLETO	WN, CON	NECTICUT	06457		
REQUES	T FOR CO			ING GRAN	TION AND A	PPROVAL	
Grant Number:		284				Date of Request	8/11/2016
Name of Grant: 20	)17-8AP-2279	8/Suppor	ting Arts in Pla	ace			
Amount Requested: \$5	9,464.00		Code: 309	2-01000-5345	6-0011-x-2017	JAN .	
Grant Period: Fr	rom: 7/1/20	1fil To:	6/30/2017	Rev Code	3092-01000-4	3456-0011-x-20	17
Type of Grant: S	TATE		Amount L	oaned from C	Seneral Fund:		\$0.00
Department Administering	Grant: Ad	s & Cultu	re				
When any department, common purposes, these funds shall be confirmation and approval of Not-withstanding any other Cal- shall be an appropriation, nor for which they were granted for which they were granted Description of services to be Grant funds are to be used to the City, (general operating as	e immediately such transfer harter provisio public hearing he provided by a variety of c	transferre shall be g n, the acti thereon s y this Gre	ed to the spec iven at the ne ion of the Con shall be require ant:	ific unit which ext regularly ec nmon Gouncil ed and said fu	has made appi heduled session in confirming a nds may then t	lication for such p ne of the Commind approving suc ne expended for t	grant. on Council. th transfer the purposes
				Signati	ire	الا	
				Requested	by: Stephan A	Mison	
				Stat	7	0001100	

# E. Grant Confirmation and Approval - Mayor's Office, School Readiness (Approved)

REQUE	ST FOR	COMMON	COUNCIL CONFIRMATION A	ND APPROVAL	
Actorno.	100 100 100 100 100 100 100 100 100 100	OF TH	E FOLLOWING GRANT		
Grant Number:		283		Date of Request	8/3/2016
Name of Grant:	School R	eadiness - Qual	ty Enhancement		
Amount Requested:	\$25,380.0	00	Code: 3730-33000-59200-x-030	80-2017	
Grant Period:	From:	7/1/2016 To:	6/30/2017 Rev Code 3730-3	3000 49055 × 03080-20	117
Type of Grant:	Statu		Amount Loaned from General I	Fund:	\$25,380.00
eyon or Grant:					
Department Administers when any department, con unposes, these funds shall confirmation and approval of-withstanding any other	ing Grant nmission. I be imme of such tra Charter p	office or agency diately transferre ensfer shall be g rovision, the acti	carSuperintendent of SchoolarSchool is the recipient of any federal, state all to the specific unit which has make leven at the next regularly schaduled on of the Common Council in confin- half be required and said funds may	or other grant allocated te application for such g sessions of the Commi ming and approving suc	grant. on Council. on transfer.
Department Administers  When any department, con surposes, these funds shall confirmation and approval doct-withstending any other had be an appropriation, or or which they were granter.	ing Grant nmission, I be imme of such tra Charter p o public h	office or agency diately transfern ensfer shall be g covision, the acti earing thereon s	is the recipient of any federal, state and to the specific unit which has ma- leven at the next regularly softeduled on of the Common Council in contin- hall be required and said funds may	or other grant allocated te application for such g sessions of the Commi ming and approving suc	grant. on Council. on transfer.
Department Administers  When any department, consurposes, these funds shall confirmation and approval oct-withstending any other thaif be an appropriation, or or which they were granted description of services to	ing Grant mission, l be imme of such tra Charter pr o public h t.	office or agency diately transfern ensfer shall be g covision, the acti earing thereon s	is the recipient of any federal, state and to the specific unit which has ma- liven at the next regularly scheduled on of the Common Council in contri- had be required and said funds may ant:	or other grant allocated te application for such g sessions of the Commi ming and approving suc then be expended for t	grant. on Council. on transfer.
Department Administeri When any department, con- surposes, these funds shall- confirmation and approval ico-withstanding any other half be an appropriation, in or which they were granted beacription of services to	ing Grant mission, l be imme of such tra Charter pr o public h t.	office or agency diately transfern ensfer shall be g covision, the acti earing thereon s	is the recipient of any federal, state and to the specific unit which has ma- leven at the next regularly softeduled on of the Common Council in contin- hall be required and said funds may	or other grant allocated te application for such g sessions of the Commi ming and approving suc then be expended for t	grant. on Council. on transfer.
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Department Administeri When any department, con- surposes, these funds shall- confirmation and approval ico-withstanding any other half be an appropriation, in or which they were granted beacription of services to	ing Grant mission, l be imme of such tra Charter pr o public h t.	office or agency diately transfern ensfer shall be g covision, the acti earing thereon s	is the recipient of any federal, state all to the specific unit which has ma- liven at the next regularly scheduled on of the Common Council in confin- hall be required and said funds may suit: to enhance the quality of school reas  Signature:	or other grant allocated te application for such p assistors of the Comming and approving suc then be expended for t timess programs.	grant. on Council. on transfer.
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# F. Equal Opportunity and Diversity Management Office, 4th Quarter Hiring Report (Approved)





# Memorandum

Daniel T. Drew, Mayor, City of Middletown

From: Faith M. Jackson, Director of Equal Opportunity and Diversity Man

Date: August 5, 2016

Re: City of Middletown Affirmative Action 2015/2016 4th Quarter Hiring Res

Total Goals art for 2015/2018 - (44):

A1-E001 - 1WF, 1HM, 1HF, 100

B2-E002 - \*1WF, 1HM, 1HF, 10M, 1HF, 10M, 10F

C3-E003 - \*1WF, \*1HM, 1HF, 10M, 10F

B3-E004 - 1WF, 1HM, 1HF, 10M, 10F

B3-E004 - 1WF, 1HF, 1WM, 1HF, 10M, 10F

B3-E006 - 1WF, 1WF, 1HM, 1DM, 10F

B3-E006 - 1WF, 1WF, 1WM, 1HF, 10M, 10W

B3-E006 - 1WF, \*1MM, 1HF, 1MM, 1HF, 1MM

4th Quarter Hires/Promotions/Terminations/Transfers/Other Results April, May, and June 2016

									Othe	Male of	Other Fe	male			
	Total	White	White	E/A.A. Male	B/AA Female	BAL Male	BUL. Female	Asim	Asien Fransle	Male	AZPAN Pemale	NEUDPI	NEODES	Two/ Mare Male	Two/ Misers Fermale
New Hires	2	10												**1.0	
Prom.	5	2 C 1 NE	2 BE												
Trans.	1	0.000	10		-										
Hockess.												- 1			
Den.	2		1.00											10	
Sep./ Offers	7	2 RC 1 OC (Deceased)	1 RC 1 RRE 1 08E (Med. Sen.)											1 RC	

Turibles Ross Arius BAA - Barb Africa A Rt. - Bapaint Latin AMA - Asserica Infla SBOD' - Nates March

# OFFICE OF EQUAL OPPORTUNITY AND DIVERSITY MANAGEMENT 245 deKoven Dr. Mildheisen, CT 66457 TEL: (860) 618-0330 FAN: (860) 618-1930

# Affirmative Action Recruitment Hiring Goals 2015-2016 4th Quarter Hiring Results

Number of Available Goal(s) Achieved
Position(s) Y/N EEO Category/Number of Goals (44) EEO1 - Officials/Administrator (4) 1997; HM, 187; 109 EEO2 - Professional (7) \*1997; 1997; ISM, 1887; HM, 1084; 10F 1 W54 \*1WF, \*18H, 1HF, 10M \*1WF, \*1BM, 1HF, 10M \*1WF, \*100s, \*1... EEO4 - Protective Services (7) \*1WF, 2BM, 1BF, 1HM, 1CM, 1OF \*\*Entereds (4) N L T/MM \*IWF, 28M, 18F, URM, 1964, 1985
EEOS - Paragar offsetorals (4)
1WP, 1BP, 1IBM, 1OF
EEOS - Administrative Services (7)
2WF, 2BF, 1BF, 10M, 10F
EEOS - Selected Cred (4)
1WF, 18M, 1BM, 10M
EEOS - Service Malatemanes (7)
2WF, \*IBM, 1BF, 1BM, 1BF, 10M
Total Hibrs N N. \* Total Hires

\*\*Schloved Established Goal

\*\*Achieved a Misocity Hist

Race/Ethnicity Codes

BPM; Block/African Anaerican Male
BP: Block/African Anaerican Male
BP: Block/African Anaerican Fernals
BPM: Block/African Anaerican Fernals
BPM: Block/African Male
BPM: Block/African Fernals
BPM: Block/African Fernals
ONL Other Male, which includes the following: Anian Male, American Incluse/Alavkan Native Male, and Native
Basellow/Uther Ferfals blooder Male
Basellow/Uther Ferfals Industry Fernals
Basellow/Uther Ferfals Industry Fernals
TAME: Two as Male Blocker Male
TAME: Two as Male Blocker Male
TAME: The Male Block Fernals
WFF, White Fernals

The following report reflects the 2015-2016 fourth quarter hiring results. During this quarter, the City hired two new employees one White Mile and one Two or More Baras Male. While the City did not achieve any set goals this quarter, it should be noted that a Two or More Roces Male was hired in the REO-4 Protective Services category as a Police Officer. For this quarter, hiring occurred in the following departments: Water and Sower and Police. Also, while the City hired only two new comployees, one was a minimity, which accounted for 50% of all new bires this quarter. The City's continues to demonstrate its good faith offort to hire a diverse workform even when the number of people hired is low.

Point M. Jackson, Director of Fagual Opportunity and Diversity Management Affamiliay Agiles Officer

s. Afficuative Action Hostoring Committee, Committee Council, and Human Represent Division

# G. Equal Opportunity and Diversity Management Office, Year-end Hiring Report (Approved)



#### City of Middletown

# Memorandum

To: Mayor Daniel T. Drew

From: Faith M. Jackson, Human Relations Director & Affirmative Action Officer

Date: August 5, 2016

Re: The City of Middletown 2015-2016 Year-End Hiring Results

Attached is the 2015-2016 Year-End Recruitment Hiring Report for the City of Middletown. For the period July 1, 2015 through June 30, 2016, the City hired a total of 18 new employees. This amount was eight less than the previous year. There were a total 56 available job opportunities for the 2015-2016 fiscal recruitment/hiring period, where 38 (68%) of the 56 opportunities were filled internally. This is why it is critical during the recruitment and hiring process, that the City continue its efforts towards hiring a diverse workforce and individuals who fall within the Protected Class.

Of the total new employees, the City achieved five or 11% of its 2015-2016 set goals. Minority hiring (people of color) accounted for 22% or four of the new hires and 56% or ten of all new hires fell under the Protective Class. Considering there were only 18 new people hired during this time period, this is a favorable reflection of the City's efforts towards its ongoing initiative to diversify its workforce.

The Police and Fire Department accounted for 50% of all new hires followed by the Board of Education at 28% and the remaining 22% of all new hires was comprised of the following departments: Water and Sewer Department, Planning, Conservation, and Development, and Information Technology. It should also be noted that hiring took place in only four of the eight EEO Categories. They were EEO2-Professional, EEO3-Technician, EEO4-Protective Services, and EEO8-Service Maintenance. A comparison chart of previous year-end recruitment hiring results is included for your reference.

While it is not always easy to achieve hiring goals, particularly if there are no job opportunities in a specific EEO Category, overall, the City continues to be progressive with hiring and promoting a diverse workforce. During this hiring period, 26 promotions occurred, which reflects favorably in regards to upward mobility for City employees. Minority (people of color) and those who fall under the Protected Class accounted for 38% of all promotions contributing to the City's efforts to not only hire but also promote a diverse workforce. For the 2015-2016 year-end report, it should be noted that promotions assisted the City in achieving two (2) additional set goals. While promotions occurred in a number of departments, the primary departments attributing to the City's efforts in that area were the Board of Education, Fire Department, and Public Works Department.

OFFICE OF EQUIAL OFFORTUNITY AND DIVERSITY MANAGEMENT 245 def.oven Dr. 1998/thoron, CT 66457 TEL (800) 636-4830 FAX (800) 636-1930

If you have any questions or would like	further explanation of this report,	please call me at extension
4831. Thank you.		

 Kathleen Morey, Director of Human Resources Common Council Members Affirmative Action Monitoring Committee

/finj Attachments

Approve: Signiture

Other:

Signature

Dat

# Affirmative Action Recruitment Hiring Goals July 1, 2015 - June 30, 2016

	Position(s) Available	Number of Available	Goal(s) Achieved
IBIO Catagory/Number of Goals (44)	Y/N	Position(s)	Y/N
EEO) - Officials/Administrator (4)	N		
TWF, ITIM, HIP, 10F			
EEO2 - Prefessional (7)	V		Y.
*1WF, 1WU, 18M, 18F, 18M, 10M, 10F			*1 WF, 2 WM,
EE/O3 - Technicium (4)	Y		Y
*rWF, *IBM, IRE, 10M			"I WE, I WE, " I BM
EEO4 - Protective Services (7)	Y		Y
*1WF, ZBM, EBF, SIBM, TOM, TOP		* 1 WF,	WE, 5 WM, **1 T/MM
EEO5 - Puraprofestimats (4)	N	- (4)	
TWF, DRF, DRM, TOP			
EEO6 - Administrative Services (7)	N .		
2WE, 2BF, UHF, TOM, TOP			
EEO7 - Skilled Craft (4)	N		
TWF, IBM, IHM, IOM			
EEOS - Service Maintenance (7)	Y	3	Y
2WF, *18M, 1BF, 12M, 1BF, 10M			"1 BM, ""1 BM, 1 WM
Tetal Hirce		18	

\*Achieved Established Goal \*Achieved a Missony Him

Bure Bhoicity Coden.

Made Made : Judoving: Aviae Formie, American Indian/Aludum Netwe Feends, and N Frends

This report reflects the 2015-2016 year-end hising results. The City hired 18 new people and achieved five (11%) of its art affermative action goals during this period. The holdface asteriales denote goals achieved from new hires. Minority hising freezible of color) accounted for 22% of all new bires. Nine of the new hires (50%) were in the EGU-4 Protected Service. Category for Five and Police. While it was a challenge to achieve set goals, in this fixed year, the City accomplished a remousible result in many of the 1940 categories. For the past several years, the City but not hired a large member of new employees. There were a total of 56 available job opportunities during the 2015-2016 secunitaries period, where 38 (68%) of the 56 exportunities were filled internally. This is why it is critical theiring the recomment and biring process, that the City continue its efforts towards hiring a civenes workforce and individuals who full within the Pentected Class. During the 2015-2016 recomment peniod there was a reasonable offert towards this initiative.

Respectfully submissed by. Tailin M. Jackson, Denoter of Equal Opportunity and Diversity Management Affidingly 6 dation Officer

#### **Emergency Purchase - Russell Library, Leaking Pipe** (Approved)

Date: August 5, 2016

To: Donna Imme Mayor Daniel Drew Carl Erlacher Marie Norwood

From: Matthew K. Poland, Library Director

Re: Emergency Purchase Order for Russell Library

On July 7, 2016 Shane Grant, facilities maintainer, discovered a leaking pipe. The hole in the pipe was On July 7, 2016 Shane Grant, facilities maintainer, discovered a leaking pipe. The hole in the pipe was rapidly increasing in size. We called Central Systems immediately. The service vendor determined that the pipe was a seriously deteriorating sprinkler line. Therefore, it was necessary to take the sprinkler system offline to make the repairs. The pipe needed to be replaced that day or, as instructed by the Fire Department, it would be necessary to put staff on fire watch duty throughout the night since the sprinkler system was offline. Fortunately Central Systems was able to replace the pipe and DPW restored the flow of water.

The immediate response by staff, Central Systems, the Fire Department and DPW allowed us to return to normalizy quickly. Kudos to all of them.

Mad Paens

 Emergency Purchase - Planning, Conservation And Development, Demolition of houses on Wadsworth Street
 (Approved)

DE	PARTMENT OF PLAN	MEMORANDUM NNING, CONSERVATION AND DEVELOPMENT	
TO:	Donna Imme, Purchas	ing, Mayor Daniel Drew, Carl Erlacher, Finance Director	
FROM:	Michiel Wackers, AICP	Director of Planning, Conservation and Development	
DATE:	August 29, 2016	20	
RE:	American Contractors,	LLC	
demolitic	n of 131 & 155 Wadswo	submitted an emorgency purchase order for the rth Street with American Contractors. Both buildings are ty and a blight on the neighborhood.	
Thank yo	u		
Approved	t .	Approved	
Aayor Da	niel Drew	Carl Erlacher, Finance Director	

Councilman Thomas J. Serra reads and moves for approval the Department, Committee, Commission Reports and Grant Confirmation Approvals agenda items 10A, 10B, 10C, 10D, 10E, 10F, 10G, 10H, and 10I. Councilman Robert Blanchard seconds the motion. The acting chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

# 11. Payment of all City bills when properly approved. (Approved)

Councilman Thomas J. Serra reads and moves for approval the payment of all City bills when properly approved. Councilman Eugene P. Nocera seconds the motion. The chair calls for the vote. It is unanimous to approve with 12 aye votes. The acting chair states the matter passes unanimously with 12 affirmative votes.

# 12. Resolutions, Ordinances, etc.

A. Approving the revisions to the job descriptions for Manager of Fleet Services, Salary Grade 11, UPSEU, Lead Master Mechanic, Salary Grade 10, Local #466, and Master Mechanic, Salary Grade 9, Local #466 with no change in salary. (Amended and Approved)

Resolution NO. 104-16

File Name

gccmechanicchangesresoltuion gccMasterMechanicPWAug2016 gccLeadMastrMechanicPWAug2016 gccManagerofFleetServicesAug2016

**Be it resolved by the Common Council of the City of Middletow**n: that language revisions to the job descriptions for Manager of Fleet Services, Salary Grade 11(\$25.91- \$38.32), UPSEU; and Lead Master Mechanic, Salary Grade 10 (\$23.42 - 34.66) Local #466; and Master Mechanic, Salary Grade 9 (\$21.79 - \$32.24) Local #466 are hereby approved, with no change in salary; and,

**Be it further resolved:** That the language in Minimum training and Experience be amended as follows: After Air Conditioning Certification and in "the ability to obtain confined space certification within one year of appointment" to each job description listed above; and

Be it further resolved that said changes shall take effect upon adoption.

Fiscal Impact: None

Title: Manager of Fleet

Services

**Department:** Public Works Garage

Date: March 2012

March 2012 Teamsters
Revised: August 2016 Grade 11 40
hours—

overtime eligible

#### **Purpose of Position**

The purpose of this position is to manage and supervise the vehicle and equipment maintenance and repair program for police vehicles, fire vehicles, Water and Sewer and Parks department, Public Works and other City owned vehicles and equipment. The work is performed under the direction of the Director of Public Works and/or designee.

#### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or allinclusive. Other duties may be required and assigned.

- Manages a skilled mechanical workforce in the overhaul, repair and maintenance of City vehicles, trucks, heavy and light equipment and other mechanical equipment. Manages the work performed by the garage and by private vendors. Oversees mechanics use of power equipment.
- Direct supervision of garage personnel; provides training and instruction; plans, coordinates, prioritizes, schedules, assigns and reviews work; allocates personnel; maintains standards and evaluates performance. Administers collective bargaining agreements, makes recommendations for hiring of new personnel and discipline.
- Oversees the security of the garage.
- Oversees the response to emergency situations involving garage personnel. Coordinates efforts with the Superintendent of Streets and Sanitation and other city departments.
- Develops budget recommendations and CNR; Manages parts inventory and authorizes the purchase of parts; processes invoices for payment. Develops and reviews bid specifications for equipment. Signs off on vehicles to accept purchase after inspection. Monitors vehicle registration.
- Coordinates and administers comprehensive preventive maintenance program for vehicles, trucks and equipment. Maintains and analyzes data regarding vehicles and equipment maintenance.
- Prepares a variety of reports, documents and correspondence; prepares work orders, summary data and invoices; forecasts long and short term work loads. Maintains time records for employees.
   Maintains material safety data book.
- Identifies training programs for employee development; coordinates demonstration of equipment by vendors. Attends training for supervisors. Attends weekly staff meetings.
- Performs the work of garage staff as needed; operates heavy equipment to troubleshoot problems.
- Reviews insurance claims; follows up on accident reports as a member of the Mayor's accident review committee.
- Performs other related functions as assigned or required.

## Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree or equivalent in Mechanics/Repair training with seven years of progressively responsible vehicle and equipment repair/garage management/supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a Class A B Commercial Driver's License (CDL) with the ability to obtain a Class A CDL, if required; Motor Transport Association certification Air Brake certification based on federal guidelines; and Air Conditioning License certification and the ability to obtain Confined Space certification within one year of appointment.

#### Physical and Mental Abilities Required to Perform Essential Job Functions Language Ability and Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, repair orders, invoices, specifications, purchase orders, warrantees, titles, daily diary, logs, memos, service records, catalogs, MSDS book, correspondence and general operating manuals.
- Requires the ability to communicate orally and in writing with the Director and all Garage personnel, other City departments, vendors, insurance adjusters, body shops and the public.

# **Mathematical Ability**

• Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

# Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, radios, torches, air conditioning units and equipment, grinders, lifts, diagnostic equipment, hand and power tools, and/or related materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as repairing vehicles and equipment.
- Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

#### **Environmental Adaptability**

Ability to work under potentially dangerous and uncomfortable conditions where exposure to
environmental factors such as temperature, lighting and noise extremes, vibrations, machinery or traffic
hazards can cause discomfort and where there is a risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Title: Lead Master Mechanic
Department: Public Works Garage

Date: May 2016 Salary Grade: Local #466

Revised August 2016 10

#### **Purpose of Position**

The purpose of this position is to function as the Lead Master Mechanic in the repair and maintenance of City-owned vehicles and equipment and to assume full responsibility for the garage in absence of the Manager of Fleet Services. The work is performed under the direction of the Manager of Fleet Services.

#### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees and performs skilled mechanical work in the overhaul, repair and maintenance of City vehicles, trucks, heavy and light equipment and other mechanical equipment. Inspects and diagnoses problems in vehicles and equipment.
- Assumes responsibility for garage operations in the absence of the Manager of Fleet Services.
- May assign and review work of other mechanics; assists workers with unfamiliar tasks; trains new workers; works alongside other mechanics
- Operates all vehicles and equipment to identify problems and assist the Highway department as needed. Assists the Highway department with snow removal and control functions. Ensures seasonal equipment is ready for operation.
- Performs the functions of all Garage personnel as needed; performs welding and fabrication functions as needed.
- Inspects repairs completed by in-house staff and outside vendors.
- Inspects cars, trucks and equipment for City purchase. Obtains parts for repairs.
- May assist with budget preparations including the development and review of equipment bid specifications.
- Maintains records of all work performed.
- Performs other related functions as assigned or required.

#### Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree, formal apprentice program or equivalent in Mechanics/Repair training with eight years of progressively responsible vehicle and equipment repair experience; or, any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a Class A B Commercial Driver's License (CDL) with the ability to obtain a Class A CDL, if required; Motor Transport Association Commercial Air Brake Inspection certification based on federal guidelines; and Air Conditioning certification and the ability to obtain Confined Space Licenses certification within one year of appointment.

#### Physical and Mental Abilities Required to Perform Essential Job Functions Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, repair orders, invoices, specifications, purchase orders, warrantees, titles, daily diary, logs, memos, service records, catalogs, MSDS book, correspondence and general operating manuals.
- Requires the ability to communicate orally and in writing with the Manager of Fleet Services, garage and all Public Works' personnel, other City departments, vendors, dealers, customers and the public.

#### **Mathematical Ability**

• Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.

#### **Physical Requirements**

- Requires the ability to operate equipment and machinery such as radios, torches, air conditioning units and equipment, grinders, lifts, diagnostic equipment, hand and power tools, requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as repairing vehicles and equipment.
- Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

#### **Environmental Adaptability**

• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature, lighting and noise extremes, vibrations, machinery or traffic hazards can cause discomfort and where there is a risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Title: Master Mechanic

Department: Public Works Garage

Date: March 2001

Revised: August 2016

## **Purpose of Position**

The purpose of this position is to repair and maintain City-owned vehicles and equipment and to oversee the work of other mechanics. The work is performed under the direction of the Fleet Services Manager.

#### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees and performs skilled mechanical work in the overhaul, repair and maintenance of City vehicles, trucks, heavy and light equipment and other mechanical equipment. Inspects and diagnoses problems in vehicles and equipment.
- Assigns and reviews work; assists workers with unfamiliar tasks; trains new workers; works
  alongside other mechanics. Assumes additional responsibility in the absence of the Manager. Monitors
  sexual harassment and drug/alcohol use as required.
- Operates all vehicles and equipment to identify problems and assist the Highway department as needed. Assists the Highway department with snow removal and control functions. Ensures seasonal equipment is ready for operation.
- Repairs landfill equipment.
- Performs the functions of all Garage personnel as needed; performs welding and fabrication functions as needed.
- Inspects repairs completed by in-house staff and outside vendors.
- Inspects cars, trucks and equipment for City purchase. Obtains parts for repairs.
- Works with Town Hall to monitor budget.
- Maintains records of all work performed.
- Performs other related functions as assigned or required.

# Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree, formal apprentice program or equivalent in Mechanics/Repair training with seven years of progressively responsible vehicle and equipment repair experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a Class A B Commercial Driver's License (CDL) with the ability to obtain a Class A CDL, if required; Meter Transport

Association Commercial Air Brake Inspection certification <u>based on federal guidelines</u>; and Air Conditioning <u>certification</u> and <u>the ability to obtain</u> Confined Space <u>Licenses certification</u> within one year of appointment.

# Physical and Mental Abilities Required to Perform Essential Job Functions Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, repair orders, invoices, specifications, purchase orders, warrantees, titles, daily diary, logs, memos, service records, catalogs, MSDS book, correspondence and general operating manuals.
- Requires the ability to communicate orally and in writing with the Manager and all Garage personnel, other City departments, vendors, dealers, customers and the public.

#### **Mathematical Ability**

• Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.

#### **Physical Requirements**

- Requires the ability to operate equipment and machinery such as radios, torches, air conditioning units and equipment, grinders, lifts, diagnostic equipment, hand and power tools, requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as repairing vehicles and equipment.
- Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature, lighting and noise extremes, vibrations, machinery or traffic hazards can cause discomfort and where there is a risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Councilwoman Mary A. Bartolotta reads and moves for approval the revisions to the job descriptions for Manager of Fleet Services, Salary Grade 11, UPSEU, Lead Master Mechanic, Salary Grade 10, Local #466, and Master Mechanic, Salary Grade 9, Local #466 with no change in salary. Councilman Thomas J. Serra seconds the motion.

## **Motion to Amend**

Councilman Daley states subsequent to the General Counsel Commission meeting, there was further consideration by the Public Works and Facilities director who suggested a minor change to the job description. He moves to amend Minimum Training and Experience Required to Perform Essential Job Functions. The minimum requirement stays the same up to Air Conditioning and should read "certification and the ability to obtain confined space certification within one year of appointment." It would apply to all three job descriptions. Councilwoman Bartolotta seconds the motion. The vote is called; it is 11 ayes by Council Members Nocera, Serra, Bartolotta, Daley, Santangelo, Chisem, Blanchard, Faulkner, Pessina, Kleckowski, and Salafia and one abstention by Councilman Giuliano. The Acting Chair states the amendment is approved with 11 affirmative votes and one abstention.

The Acting chair asks if there is any discussion on the amended motion. He recognizes Councilman Giuliano who states he will not support this amended resolution. A position was filled and after it was filled, we are changing the job description. The action should have been taken before we filled the position. We said we wouldn't do it again, but we are.

Seeing no further discussion, the Acting chair calls for the vote on the amended resolution. It is 11 aye votes by Councilman Eugene P. Nocera, Councilman Thomas J. Serra, Councilwoman Mary A. Bartolotta, Councilman Gerald E. Daley, Councilman Robert P. Santangelo, Councilman

Carl R. Chisem, Councilman Robert Blanchard, Councilman Grady L. Faulkner, Jr., Councilman Philip J. Pessina, Councilwoman Deborah A. Kleckowski, Councilwoman Linda Salafia; 1 nay votes by Councilman Sebastian N. Giuliano and 0 absent. The Acting Chair states the matter carried with 11 affirmative votes, 1 in opposition and 0 absent.

B. Approving the agreement to lease 40 to 55 parking spaces at MiddleOak Garage for Tallon, a business relocating into Middletown equal to the current monthly rate charged at the garage; the spaces are available for lease until required for the Parking Arcade redevelopment; and authorizing the Mayor to execute this agreement.

(Approved)

Resolution No. 105-16

File Name PCD Tallon Parking Economicdevelopment 2016

**WHEREAS**, the City of Middletown has 175 spaces set aside for public parking at the MiddleOak Garage to be utilized for the redevelopment of the Middletown Parking Arcade; and

**WHEREAS**, an Information Technology firm known as Tallon, currently located in Rocky Hill, Connecticut, is interested in relocating it 85 employees to Downtown Middletown; and

WHEREAS, Tallon is a growing company that will expand to 120 employees over the next 10 years and,

WHEREAS, Tallon is seeking adequate parking options for their relocation to and growth in Middletown; and.

WHEREAS, the redevelopment of the Middletown Parking Arcade will not commence for another year or two.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: the Mayor shall be authorized to execute any agreement required for the monthly leasing of 40 to 55 spaces in the MiddleOak garage; and,

**BE IT FURTHER RESOLVED:** the monthly permit fee shall equal the current monthly rate charged at the MiddleOak garage; and,

**BE IT FURTHER RESOLVED:** these spaces shall be available for lease until they are required for any Middletown Parking Arcade redevelopment.

**FISCAL IMPACT**: The benefit for the City and Downtown is that we attract a very impressive, growing IT firm to Middletown. Tallon has 85 employees now, growing next year to 95 and up to 120 during the 10 year lease.

- These employees are high income earners that we want to attract to Middletown. Over \$10 million payroll.
- Locating them in Middletown will likely result in at least 25% of them becoming Middletown residents. Very likely, they would be downtown residents. Currently, 4 live in Middletown.
- Estimated impact.
- $_{\odot}$  \$22,500 in parking revenue in year 1, not including client parking. This is new revenue into the General Fund.
- Property taxes collected would go from \$31,000 to \$235,000
- Vehicle taxes collected would go from \$2,600 to \$19,500
- Majority of the employees eat out for lunch. \$10 per employee x 85 employees is \$850 per day,
   \$221,000 annually.
- Many employees eat out regularly and do happy hour together. Another estimated \$100,000 annually injected into the Downtown.
- These are young adults, could shop at Mallove's or Lastina's for engagement and wedding needs.
   Could shop at Amato's or visit KidClty when the start families.

Councilman Gerald E. Daley reads and moves for approval the agreement to lease 40 to 55 parking spaces at MiddleOak Garage for Tallon, a business relocating into Middletown equal to the current monthly rate charged at the garage; the spaces are available for lease until required for the Parking Arcade redevelopment; and authorizing the Mayor to execute this agreement. Councilman Thomas J. Serra seconds the motion.

Councilman Daley states this allows us to secure a new business in downtown. Tallon will be relocated to the Main Street Market space and a portion of their parking will be taken up by the owner of Main Street Market and the rest through Middle Oak and a small number in the Melilli Lot. It allows a technology company to locate in Middletown. It is high earning millennials working and the attraction was they specifically thought their workforce would enjoy Middletown's atmosphere. It is expected the company will grow and start of a new trend for those businesses we will look to attract to Middletown. Councilman Faulkner asks if there was a tax abatement. Councilman Daley responds no, they are leasing a building and there is no subsidy. The fee for parking at Middle Oak is slightly less for city-owned spaces and that was something the company felt gave them enough economically to make the deal. Councilman Serra states this is happening in part because of this Council holding the feet to the fire for Middle Oak and Hajar. We did the right thing.

The Acting chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

C. Approving Forest City Farms, LLC using the property owned by the City and formerly used to grow nursery tree stock located on River Road and Brooks Road with payment made by the farmer in produce or fruit valued at \$200/acre/year for the River Road Property and \$50/acre/year for the Brooks Road parcel in lieu of rent; Forest City Farms will lease the property for five years with the option to extend to 10 years provided benchmarks are met; and authorizing the Mayor to sign the documents for this program with the authority to instruct City Departments to assist through in-kind services.

(Approved)

Resolution No. 106-16

File Name PCDProperty LeaseforForestCityFarmsResolution92016

WHEREAS the City of Middletown owns and is responsible for a multitude of designated open space properties; and

**WHEREAS** it has been a long sought goal of the city to properly maintain and utilize open space properties for their highest and best use: and

**WHEREAS**, the property located off Bow Lane in the City have been used and managed for the growing of nursery tree stock; and

WHEREAS, the current tenant is no longer interested in growing nursery tree stock on the property; and

**WHEREAS**, the City has the opportunity to further support a Community Supported Agriculture program which will be used to grow and provide local residents with fresh, locally grown fruits and vegetables, and

**WHEREAS**, the community farmer, Forest City Farms, LLC, was selected through an RFP process administered through the Planning, Conservation and Development Department; and

**WHEREAS**, in lieu of revenue from rent generated at the property, the community farmer will donate fresh fruits and/or vegetables in the amount equal to the value of rent at \$200/acre/year for the River Road parcels and \$50/acre/year for the Brooks Road parcel already leased by the farmer;

**WHEREAS**, Forest City Farms, LLC, will lease the property five years with the option for extension to 10 years provided that certain benchmarks are met;

## NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE

**CITY OF MIDDLETOWN**: That the Mayor is hereby authorized to sign all documents necessary to effectuate the implementation of this program and the authority to instruct City Departments to assist through in-kind services;

**FISCAL IMPACT:** The work will be done through in-kind services and will have no impact on the City budget.

Councilman Robert Blanchard reads and moves for approval Forest City Farms, LLC using the property owned by the City and formerly used to grow nursery tree stock located on River Road and Brooks Road with payment made by the farmer in produce or fruit valued at \$200/acre/year for the River Road Property and \$50/acre/year for the Brooks Road parcel in lieu of rent; Forest City Farms will lease the property for five years with the option to extend to 10 years provided benchmarks are met; and authorizing the Mayor to sign the documents for this program with the authority to instruct City Departments to assist through in-kind services. Councilwoman Deborah A. Kleckowski seconds the motion. The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

D. Approving the transfer of \$10,000 from the Economic Development fund Balance line item 4330-00000-30310-0000-00000-0000-900 into the Economic Development Outreach Initiatives, line item 4330-14000-99200-35154 to allow recruitment marketing through various means such as upgrades to the website, hosting business networking events in partnership with the Chamber of Commerce, as well as other direct efforts to support Middletown's economic development initiatives.
(Approved)

Resolution No. 107-16

File Name PCD 2016 Economic Development Initiatives Resolution

WHEREAS, the City of Middletown's economic future and quality of life initiatives are dependent on attracting and retaining businesses and making economic development investments; and

WHEREAS, the Department of Planning, Conservation and Development endeavors to engage in a comprehensive effort to reach out to parties who could potentially bring new economic development projects, businesses and investment to Middletown and who would expand facilities already in the City of Middletown, and to raise awareness of Middletown's economic development opportunities; and

WHEREAS, the Department of Planning, Conservation and Development needs dedicated funding to allow for recruitment marketing the City of Middletown's economic development opportunities through various means such as upgrades to its website, hosting business networking events in partnership with the Chamber of Commerce, participating in organizations and publications commonly utilized by site selection consultants, corporate real estate executives, businesses, brokers and developers, as well as other direct efforts to support Middletown's economic development initiatives; and

WHEREAS, the Economic Development Committee recommended approval at its meeting on August 9, 2016:

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:

#### Decrease

4330-00000-30310-0000-00000-0000-900 Economic Development Fund Balance by \$10,000.

#### Increase

4330-14000-99200-0000-35154-0000-000 Economic Development Outreach Initiatives by \$10,000.

FINANCIAL IMPACT - This has a \$10,000 impact on the Economic Development Fund.

#### **Point of Information**

Councilman Serra states, for the public, these items were vetted by Economic Development Commission.

Councilman Grady L. Faulkner, Jr. reads and moves for approval the transfer of \$10,000 from the Economic Development fund Balance line item 4330-0000-30310-0000-0000-0000-900 into the Economic Development Outreach Initiatives, line item 4330-14000-99200-35154 to allow recruitment marketing through various means such as upgrades to the website, hosting business networking events in partnership with the Chamber of Commerce, as well as other direct efforts to support Middletown's economic development initiatives. Councilman Philip J. Pessina seconds the motion. The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

E. Approving authorizing Mayor Drew to enter into and sign contracts on behalf of the City of Middletown with the Connecticut Department of Energy and Environmental Protection regarding the \$103,196.80 grant to construct a trail around the base of the City's capped landfill.

(Approved)

Resolution No. 108-16

File Name PCDStateLandfillTrailResolution

**WHEREAS**, the Common Council of the City of Middletown accepted a grant from the Connecticut Department of Energy and Environmental Protection in the amount of \$103,196.80 at its May 2, 2016 meeting; and

**WHEREAS,** it shall be resolved that it is in the best interest of the City of Middletown to enter into contracts with the Department of Energy and Environmental Protection; and

WHEREAS, Mayor Daniel T. Drew currently holds the title of Mayor and has held that office since 2009; and

**WHEREAS**, the City & Town Clerk is authorized to impress the seal of the City of Middletown on any such document, amendment, rescission, or revisions; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: Mayor Daniel T. Drew, the Mayor, is duly authorized to enter into and sign said contracts on behalf of the City of Middletown; and

**BE IT FURTHER RESOLVED:** the Mayor is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any such amendments, rescissions, and revisions thereto; and

**FINANCIAL IMPACT** – The grant is for \$103,196.80 to construct a trail around the base of the capped landfill. This project will also utilize \$25,799.20 of LOCIP funding to help secure the transfer station site and prevent discarded items from being removed and littering the Coginchaug and Mattabassett Rivers. The City is contributing in-kind services to oversee the project.

Councilman Faulkner asks if this is recreation. The Acting Chair states it is a walking trail at the landfill. Councilman Faulkner states there is no liability issue.

Councilman Eugene P. Nocera reads and moves for approval authorizing Mayor Drew to enter into and sign contracts on behalf of the City of Middletown with the Connecticut Department of Energy and Environmental Protection regarding the \$103,196.80 grant to construct a trail around the base of the City's capped landfill. Councilman Robert Blanchard seconds the motion. The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

F. Approving authorizing Mayor Drew to sign an application with the State of Connecticut for a Local Capital Improvement Program Grant in the amount of \$40,000 for the purchase and installation of fencing to enclose the Transfer Station, and approving a new Capital Improvement Line item entitled Transfer Station Fencing in the amount of \$40,000.

(Approved)

Resolution No. 109-16

File Name pcd locip app transfer station fence

#### BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:

That Mayor Daniel T. Drew be authorized to sign an application to the State of Connecticut for \$40,000 from the Local Capital Improvement Program (LOCIP) for the purchase and installation of fencing to enclose all areas at the Transfer Station to keep trespassers out and safe from moving vehicles and operations, while also reducing the amount of material (construction debris, refuse, etc.) which currently migrates beyond the transfer station perimeter and onto the landfill, down to the Coginchaug River; and

**BE IT FURTHER RESOLVED:** That a new Capital Improvement line item entitled Transfer Station Fencing, in the amount of \$40,000 be added.

Councilman Carl R. Chisem reads and moves for approval authorizing Mayor Drew to sign an application with the State of Connecticut for a Local Capital Improvement Program Grant in the amount of \$40,000 for the purchase and installation of fencing to enclose the Transfer Station, and approving a new Capital Improvement Line item entitled Transfer Station Fencing in the amount of \$40,000. Councilman Grady L. Faulkner, Jr. seconds the motion. The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

G. Approving standardizing of services for Middletown's historic monuments and plaques with Conserve ART, LLC to treat and protect them from deterioration. (Approved)

Resolution No. 110-16

File Name pwConserveARTLCCStandardization

Whereas, Middletown's historic monuments and plaques last received comprehensive conservation treatments in the 1990s; and

Whereas, the last maintenance cycle for waxing bronze was completed in 2008 and the Armory Plaques and Henry Works Clay Monument were last coated with Incralac approximately 15 years ago; and

Whereas, since that time, Conserve ART LLC, has provided subsequent maintenance but the masonry surfaces have minor soiling, the protective wax coatings on bronze elements are beginning to fail, as well as chalked paint and corrosion has developed in the joints of the mortars located at the former Middletown Armory; and

Whereas, the Veterans groups are extremely satisfied with the services provided by Conserve ART LLC, and indicate that due to the companies knowledge and familiarity with the monuments and plaques throughout the City, they can best treat and protect them from further deterioration; and

Whereas, because of the intimate knowledge and care Conserve ART LLC has provided Middletown's Historic Monuments and Plaques, it is in the City's best interest to standardize for future maintenance; and

Whereas, the Standardization Committee met on August 17, 2016, and approved to standardize with Conserve ART LLC with a 2-0 vote.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That the standardization of services with Conserve ART LLC is hereby approved.

Councilman Eugene P. Nocera reads and moves for approval standardizing of services for Middletown's historic monuments and plaques with Conserve ART, LLC to treat and protect them from deterioration. Councilwoman Deborah A. Kleckowski seconds the motion. The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

H. Approving a bid waiver pursuant to Section 78-8 of the Middletown Code of Ordinances to purchase a previously owned Tub Grinder for the City's Transfer Station at a cost of \$135,000.

(Approved)

Resolution No. 111-16

File Name pwbidwaiver – preowned TubGrinder

**Whereas,** the City's Transfer Station is in need of a tub grinder for wood that is transported to the center or is picked up by crews after heavy storms; and

Whereas, the current tub grinder was purchased used in 1984 and can no longer be maintained due to the inability to get parts; and

Whereas, the rate to have wood chipped by a company on State bid is \$312.50 per hour or \$2500 per day; and

Whereas, a new tub grinder would cost the department well over \$500,000; and

Whereas, after having the Head Mechanic evaluate several preowned tub grinders, he located a 1996 model that will meet the needs of the department at a cost of \$135,000; and

Whereas, the Public Works Department has properly submitted the necessary paperwork to the City's Purchasing and Standardization Committee, which has approved the requested Bid Waiver with a 2-0 vote on August 17, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That a bid waiver, in accordance with Section 78-8 of the Middletown Code of Ordinances, be approved for the purchase of the tub grinder at a cost of \$135,000.

#### **FINANCIAL IMPACT STATEMENT**

The Bulky Waste budget already has included this expense.

Councilman Thomas J. Serra reads and moves for approval a bid waiver pursuant to Section 78-8 of the Middletown Code of Ordinances to purchase a previously owned Tub Grinder for the City's Transfer Station at a cost of \$135,000. Councilman Carl R. Chisem seconds the motion. The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

I. Approving authorizing Mayor Drew to sign an application with the State of Connecticut for a Local Capital Improvement Program Grant in the amount of \$12,000 for replacement doors at 58 Bernie O'Rourke Drive; approving creating a new Capital Improvement line item, 58 Bernie O'Rourke Drive Door Replacements in the amount of \$12,000.

(Approved)

Resolution No. 112-16

File Name pwlocip58BernieO'RourkeDrive-doorreplacements

**Be It Resolved By The Common Council of the City of Middletown:** That Mayor Daniel T. Drew be authorized to sign an application to the State of Connecticut for \$12,000 from the Local Capital Improvement Program (LoCIP) for 58 Bernie O'Rourke Drive, for door replacements; and

**Be it Further Resolved:** That a new Capital Improvement line item, 58 Bernie O'Rourke Drive Door Replacements, in the amount of \$12,000 be approved in the Capital Plan.

Financial Impact: Using LoCIP Grant Funds for this project will not affect the general fund budget.

Councilman Robert Blanchard reads and moves for approval authorizing Mayor Drew to sign an application with the State of Connecticut for a Local Capital Improvement Program Grant in the amount of \$12,000 for replacement doors at 58 Bernie O'Rourke Drive; approving creating a new Capital Improvement line item, 58 Bernie O'Rourke Drive Door Replacements in the amount of \$12,000. Councilman Gerald E. Daley seconds the motion. The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

J. Approving amending Section 272-9 Tax and business incentive program to bring the ordinance into compliance with changes made to State and Federal Laws and to specify the fixed time, percentage of taxes abated or fixed assessment for each year of the fixed period of time for the abatement as well as any development

incentives under D (3) within the authorizing ordinance for any project approved under this Section.

(Approved)

Ordinance No. 21-16

File Name Sec272-9taxabatmentrevisionsfollowingchangesto12-65b

<u>BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:</u> That section 272-9 of the <u>Middletown Code of Ordinances be revised as follows, to be effective October 1, 2016:</u>

§ 272-9 Tax and business incentive program.

[Added 7-5-1994; amended 10-7-2002; 11-3-2008 by Ord. No. 12-08; 4-5-2010 by Ord. No. 54-10; 5-2-2016 by Ord. No. 10-16]

#### A. Purpose.

The purpose of the tax incentive program is to attract new firms to the City of Middletown and to promote expansion of existing businesses and industry and enhance the quality of life of the citizens of the City of Middletown. It is the intent of the City to assist companies in creating jobs for local and area residents; create long-term tax base growth through the replacement, reconstruction, expansion and remodeling of existing business and industrial facilities, where appropriate and environmentally sound; encourage the construction of new facilities, when necessary; and generating new demand for existing local businesses goods and services through a "spinoff" effect of employers' decisions to either expand or locate in Middletown.

#### B. Definitions.

"Owner" or "Applicant" means any person or entity owning or proposing to acquire an interest in real property or air space in the City of Middletown, or any person or entity who is the lessee of, or who proposes to be the lessee of, air space in the City of Middletown in such a manner that the air space leased or proposed to be leased shall be assessed to the lessee pursuant to Connecticut General Statutes § 12-64, as amended from time to time.

"Project" means the proposed new construction of industrial, commercial and/or residential real property or the rehabilitation of existing industrial, commercial and/or residential real property.

#### C. Qualifying businesses Projects.

- (1) Only the new construction of industrial, commercial and/or residential real property or rehabilitation of existing industrial, commercial and/or residential real property is eligible for abatement of real property taxes pursuant to this section.
- (2) Only the following types of improvements to industrial, commercial and/or residential real property shall be eligible for an abatement of taxes pursuant to this section:
  - (a) Office use;
  - (b) Retail use;
  - (c) Permanent residential use in connection with a residential property consisting of four or more dwelling units;
  - (d) Transient residential use in connection with a residential property consisting of four or more dwelling units;
  - (e) Manufacturing use;
  - (f) Warehouse, storage or distribution use;
  - (g) Structured multilevel parking use necessary in connection with a mass transit system;
  - (h) Information technology use;
  - (i) Recreation facilities;
  - (j) Transportation facilities; or
  - (k) Mixed-use development, as defined in Connecticut General Statutes Section 8-13m, as amended.
- (3) Any Project for which an abatement of real property taxes is sought must also conform to the following requirements:
  - (a) The Project shall require an investment of at least \$25,000 or more in new or rehabilitated facilities.
  - (b) The Project must demonstrate a solid financial base and growth potential through the preparation and submittal of a financing plan which demonstrates that the Applicant possesses the capital necessary for completing the Project and to ensure reasonable business growth.
  - (c) The Applicant, including any members, associates, or individuals that are a member or officer of the entity with which the Applicant is associated, and any other entity with which the Applicant may be associated, must not be delinquent in any taxes, water and sewer charges or any other charges to the City of Middletown on the date that such tax abatement takes effect for the duration of the tax abatement agreement.
  - (d) The Project must have a clear benefit to the City of Middletown.
  - (e) If the applicant is a tenant or lessee, the tax benefits must be reflected in the lease and the duration of the lease must be for at least the entire term of the tax abatement period and such lease must be recorded on the land records of the City and Town Clerk of the City of Middletown.
- (4) Pursuant to the Manufacturers Assistance Act, the City of Middletown will assist all qualified businesses

  Owners or Applicants in obtaining tax relief from the State on equipment used in manufacturing as defined in C.G.S. § 12-65h, as amended, in accordance with the provisions of such statute. Machinery and equipment must qualify for five- or seven-year depreciation for federal tax purposes. New tangible personal property acquired by lease or purchase must be used predominantly in the manufacture or production of goods, research or development design and engineering of manufactured products.

# D. Tax Abatement Agreements.

- (1) Approval Procedure.
  - (a) To apply for an abatement of taxes pursuant to fix the assessment of the real property, air space, and all improvements thereon in accordance with this section, the Applicant shall submit an application, on a form prescribed by the City of Middletown, to the Mayor's Office and the Planning, Conservation and Development Department concurrently. All such applications shall be submitted prior to the issuance of any building permits for the Project, except that an application may be considered after building permits have been issued, but prior to the issuance of the certificate of occupancy, only in situations where an otherwise qualified Applicant or Owner will be financially unable to complete the Project without the issuance of a tax abatement.
  - (b) Once the application has been deemed satisfactorily completed by the Planning, Conservation and Development Department and the Mayor's Office, such application may then be referred to the

- Economic Development Committee for its review to determine whether such agreement conforms to and complies with the provisions of this section and all other applicable statutes and regulations. Each application shall be reviewed on a case-by-case basis. If the application receives a favorable recommendation from the Economic Development Committee, the Economic Development Committee shall report its favorable recommendation to the Common Council, who shall then act upon the application.
- (c) All Applications for the abatement of taxes pursuant to this section that receive a favorable recommendation from the Economic Development Committee shall go to the Common Council for its review. The Common Council shall only act upon the application by ordinance; said ordinance shall include the fixed period of time, percentage of abatement of taxes or fixed assessment for each year of the fixed period of time, and other development incentives as outlined under D(3) of this ordinance. If the Common Council approves the Application, the Mayor shall execute a tax abatement agreement with the Owner or Applicant, pursuant to the details as outlined in the ordinance approved by the Common Council.
- (2) Required Provisions. All agreements for the abatement of taxes entered into pursuant to this section shall contain the following provisions:
  - (a) In such agreement, the assessment of real property and all improvements thereon or therein may be fixed for a period of not more than seven-ten years, provided the cost of such improvements to be constructed is not less than \$3,000,000; or for a period of not more than two years, provided the cost of such improvements to be constructed is not less than \$500,000; or to the extent of 50% of such increased assessment for a period of not more than three years, provided the cost of such improvements to be constructed is not less than \$25,000 (see attached <u>Table A</u>) (herein "Fixed Assessment Period.") Final valuation of the cost of improvements, or of the increase in such real estate assessment, as the case may be, shall be determined by the City's Tax Assessor's Office.
  - (b) The Fixed Assessment Period shall commence with the first fiscal year of the City of Middletown for which a tax list is prepared on October 1 immediately following the execution of a tax abatement agreement with the Owner or Applicant epursuant to paragraph D.1.(c) hereinissuance of a certificate of eccupancy for any construction. The assessment of the real property for the period prior to the Fixed Assessment Period shall be determined in the normal course pursuant to state and local laws and ordinances.
  - (c) All tax abatement agreements shall contain a provision that any <u>business-Owner or Applicant</u> granted a tax incentive abatement shall repay the City the dollar amount of any incentive contained in such agreement if such <u>business-Owner or Applicant</u> does not meet obligations contained in such agreement.
  - (d) All tax abatement agreements shall contain a provision that provides that in the event the Applicant, Owner, or any members, associates, or individuals that are a member or officer of the entity with which the Applicant or Owner is associated, and any other entity with which the Applicant or Owner may be associated is delinquent in taxes at any point during the duration of the tax abatement agreement, the City may terminate the tax abatement agreement immediately, and all taxes, including accrued interest otherwise due to the City of Middletown shall become immediately due and payable.
  - (e) Assignment of a tax abatement agreement to a new Owner of the same building or portion thereof for which the original tax agreement was executed shall be approved by the Common Council. The Common Council shall consider the type of business and the financial capacity of the proposed Owner before entering into a tax agreement with the new Owner under the same terms as the original tax agreement. Failure or inability of a new Owner to comply with any of the conditions of this section, shall result in immediate termination of the tax abatement agreement and all taxes, including accrued interest, otherwise due to the City of Middletown shall become immediately due and payable.
  - (f) In the event that construction is not commenced or completed, as the case may be, within said-the time period prescribed in the agreement, including any extensions provided for as provided in the agreement, then any agreement entered into pursuant to this section may be immediately terminable and the full amount of the tax that would otherwise be due to the City of Middletown may become immediately due and payable.
- (3) Other development incentives. In addition to the granting of a tax abatement in accordance with this section, the City may consider, on a case-by-case basis, other financial/development incentives. Such incentives include but are not limited to:
  - (1) Waiving of building permit fees, in whole or in part, in accordance with Section 120-3 of the Middletown Code of Ordinances.
  - (2) In-kind services such as infrastructure improvements by the City related to the development project, for example, road widening, storm drainage improvements, and sidewalk construction.
  - (3) Extension of water and/or sanitary sewer lines; waiving of hookup charges.
  - (4) Direct grants to the applicant for infrastructure improvements.

#### **TABLE A:**

Taxes	dule of S Paid	Cost of Improvements					
Es	ed Real tate sment	\$25,000 - \$499,999	\$500,000 - \$2,999,999	+\$3,000,000			
	1	<del>50%</del>	<del>25%</del>	<del>0%</del>			
Year	2	<del>75%</del>	<del>50%</del>	<del>15%</del>			
<del>  }</del>	3			<del>30%</del>			
	4			<del>50%</del>			

5		<del>60%</del>
<del>6</del>		<del>85%</del>
7		<del>90%</del>

Councilman Gerald E. Daley reads and moves for approval amending Section 272-9 Tax and business incentive program to bring the ordinance into compliance with changes made to State and Federal Laws and to specify the fixed time, percentage of taxes abated or fixed assessment for each year of the fixed period of time for the abatement as well as any development incentives under D (3) said ordinance within the authorizing ordinance for any project approved under this Section. Councilman Robert Blanchard seconds the motion.

Councilman Daley states the Council made changes in this ordinance in May and the amendments were to bring our ordinance into conformance with the State statute and a week and a half later during the Implementer Session, the Legislature further amended the Statute and the primary purpose of this amendment is to bring it in conformance with the statute as it will be effective October 1, 2016. The changes were, the previous statute allowed for abatement for residential use and the new one is for a residential property consisting of four or more dwelling units; that limitation did not exist in the prior statute. The previous statute limited tax abatement periods to 7 years and had a dollar minimum that determined the number of years that the abatement could be granted and under the new statute abatements can be for as many as 10 years and there are no specific dollar limits. This ordinance, despite the fact there is no minimum in the statute that will become effective October 1, we did not remove the minimum of 25,000 that existed in our previous ordinance. The other changes are spelling out our abatements will be approved by ordinance and the ordinance shall have specific details of the terms of the abatement.

The acting chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

K. Approving amending Section 74-47 Cost-of-living adjustments of Article IV. Retirement System of Chapter 74 Personnel to authorize retroactive cost of living adjustments for July 1, 2016 to June 30, 2017, July 1, 2017 to June 30, 2018, with pension adjustments to revert to Paragraphs A - C of the ordinance on July 1, 2018.

(Approved)

Ordinance No. 22-16

File Name Sec 74-47COLA specific increases 2016

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN that §74-47 of the Code of Ordinances be amended to read as follows:

Chapter 74. Personnel
Article IV. Retirement System
§ 74-47. Cost-of-living adjustments.

[Amended 1-3-2000: 1-4-2010 by 6

[Amended 1-3-2000; 1-4-2010 by Ord. No. 01-10]

- A. As of July 1, 1970, and as of July 1 of each year thereafter, the Board shall adjust the pension of each retired member of the Police Department, and the spouse or children of deceased police members entitled to pension benefits hereunder, in accordance with increases in the Consumer Price Index (U.S. all items index) compiled by the United States Department of Labor, Bureau of Labor Statistics, determined and limited as follows. Such index for March in the current year shall be divided by the corresponding index for March in the preceding year, and the percentage of increase shall be determined. No adjustment shall be made for changes in such index of less than 1%, and adjustments for changes in excess of 3% shall be limited to three 3%. In the case of any member who has been retired for less than one full year on any such July 1, a fractional adjustment shall be made corresponding to the period elapsed since the effective date of his retirement. As of July 1, 1999, the annual pension adjustment shall be computed in accordance with increases in the Consumer Price Index U (CPI-U).
- B. As of July 1, 1972, and as of July 1 of each year thereafter, the Board shall adjust the pension of each retired member of the Fire Department, and the spouse or children of deceased fire members entitled to pension benefits hereunder, in accordance with increases in the Consumer Price Index (US all items index) compiled by the United States Department of Labor, Bureau of Labor Statistics, determined and limited as follows. Such index for March in the current year shall be divided by the corresponding index for March in the preceding year, and the percentage of increase shall be determined. No adjustment shall be made for changes in such index of less than 1%, and adjustments for changes in excess of 3% shall be limited to 3%. In the case of any member who has been retired

for less than one full year on any such July 1, a fractional adjustment shall be made corresponding to the period elapsed since the effective date of the member's retirement. As of July 1, 1999, the annual pension adjustment shall be computed in accordance with increases in the Consumer Price Index - U (CPI-U).

- C. In regard to retired employees of the City of Middletown who were not members of the Police Department as set forth in Subsection <u>A</u> above or members of the Fire Department as set forth in Subsection <u>B</u> above, as of July 1, 1973, and as of July 1 of each year thereafter, the Board shall adjust the pension of each such retired employee of the City of Middletown and the spouse or children of each such deceased employee entitled to pension benefits hereunder, in accordance with increases in the Consumer Price Index (US all items index) compiled by the United States Department of Labor, Bureau of Labor Statistics, determined and limited as follows. Such index for March in the current year shall be divided by the corresponding index for March in the preceding year, and the percentage of increase shall be determined. No adjustment shall be made for changes in such index of less than 1%, and adjustments for changes in excess of 3% shall be limited to 3%. As of July 1, 1999, the annual pension adjustment shall be computed in accordance with increases in the Consumer Price Index U (CP\_U-U). In the case of any member who has been retired for less than one full year on any such July 1, a fractional adjustment shall be made corresponding to the period elapsed since the effective date of his or her retirement.
- D. Retroactive to July 1, 2016, the Board shall adjust the pensions of each retiree such that the cost of living increase is 2% for the July 1, 2016 to June 30, 2017 time period. In the case of any member who has been retired for less than one full year on any such July 1, a fractional adjustment shall be made corresponding to the period elapsed since the effective date of his retirement.
- E. For the period of July 1, 2017 to June 30, 2018, each retiree's pension shall be adjusted to increase by 2% unless the CPI as calculated and set forth herein is higher than 2%. Under such circumstances, retirees shall receive the cost of living increase allowable and set forth under this section. In the case of any member who has been retired for less than one full year on any such July 1, a fractional adjustment shall be made corresponding to the period elapsed since the effective date of his retirement.
- F. On July 1, 2018, each retiree's pension shall be adjusted in accordance with paragraphs A-C of this ordinance.

Councilman Thomas J. Serra reads and moves for approval amending Section 74-47 Cost-of-living adjustments of Article IV. Retirement System of Chapter 74 Personnel to authorize retroactive cost of living adjustments for July 1, 2016 to June 30, 2017, July 1, 2017 to June 30, 2018, with pension adjustments to revert to Paragraphs A - C of the ordinance on July 1, 2018. Councilman Philip J. Pessina seconds the motion.

Councilman Serra states the pensioners have not had a raise; he reads CPI for the last few years and they have not had living adjustments in approximately 4 years. We have a solid plan and they plan on 2.5% to give them is there. This is a two year situation and will revisit it in 2 years.

The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

L. Approving the building permit fee refund to Jackson LaRose for property located at 438 East Main Street in the amount of \$143.60. (Approved)

Resolution No. 113-16

File Name pw438EastMainStreet

# BE IT RESOLVED BY THE COMMON COUNCIL, OF THE CITY OF MIDDLETOWN:

That a Building Permit Refund be issued to Jackson LaRose, for a property located at 438 East Main Street, Middletown, CT in the amount of \$143.60 due to cancellation of work.

Councilman Grady L. Faulkner, Jr. reads and moves for approval the building permit fee refund to Jackson LaRose for property located at 438 East Main Street in the amount of \$143.60. Councilman Thomas J. Serra seconds the motion. The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

M. Approving the building permit fee refund to Sunrise Home Improvement for property located at 84 Ridge Road in the amount of \$514.36.
(Approved)

Resolution No. 114-16

File Name pw84RidgeRoad

# BE IT RESOLVED BY THE COMMON COUNCIL, OF THE CITY OF MIDDLETOWN:

That a Building Permit Refund be issued to Sunrise Home Improvement, for a property located at 84 Ridge Road, Middletown, CT in the amount of \$514.36 due to cancellation of work.

Councilman Carl R. Chisem reads and moves for approval the building permit fee refund to Sunrise Home Improvement for property located at 84 Ridge Road in the amount of \$514.36.

Councilman Thomas J. Serra seconds the motion. The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes

N. Approving a loan from the General Fund to the Board of Education, Adult Education Enrichment Program Grant Account in the amount of \$2,000 for fiscal year 2016-1027 to be repaid upon receipt of grant funds.

(Approved)

Resolution No. 115-16

File Name boeaudItenrichmentgrantIoan

**BE IT RESOLVED BY THE COMMONC OUNCIL OF THE CITY OF MIDDLETOWN:** That a loan from the General Fund to the Board of Education Department Grant Account for the Adult Education Enrichment Program in the amount of \$2,000 for the 2016-2017 fiscal year is hereby approved, pending receipt of revenue from registrations with said loan to be repaid upon receipt of these funds from the 2016-2017 fiscal year.

Fiscal Impact: There is none; any money loaned will be repaid upon receipt of grant funds.

Councilwoman Mary A. Bartolotta reads and moves for approval a loan from the General Fund to the Board of Education, Adult Education Enrichment Program Grant Account in the amount of \$2,000 for fiscal year 2016-1027 to be repaid upon receipt of grant funds. Councilman Philip J. Pessina seconds the motion. The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

O. Approving renewing and authorizing the Mayor to sign the Interlocal agreement between the Town of Portland and the City of Middletown for the use of the Portland Animal shelter through June 30, 2021.

(Approved)

Resolution No. 116-16

File Named pdanimalcontrolconres-PortlandPound2016

**Be It Resolved by the Common Council of the City of Middletown:** That Mayor Daniel T. Drew is hereby authorized to sign an Inter-Local agreement between the Town of Portland and the City of Middletown for the use of the Portland Dog Pound for the detention and care of impounded dogs for the Middletown Animal Control:

Be It Further Resolved: That the agreement remain in effect to June 30, 2021 unless otherwise negotiated.

# **FINANCIAL IMPACT INFORMATION**

The agreement provides revenue to the Town of Portland from the City of Middletown for the following amounts:

Fiscal year July 1, 2016 to June 30, 2017 the amount of \$35,332.00

Fiscal year July 1, 2017 to June 30, 2018 the amount of \$36,392.00

Fiscal year July 1, 2018 to June 30, 2019 the amount of \$37,484.00

Fiscal year July 1, 2019 to June 30, 2020 the amount of \$38,608.00

Fiscal year July 1, 2020 to June 30, 2021 the amount of \$39,766.00

The Portland pound only provides impound facilities for dogs, the cost of boarding felines or dogs too small for the pound at the discounted rate that Pieper-Olsen Veterinary Hospital provides was approximately \$5,700.00 for FY 16. Medical expenses related to impounded animals for FY 16 was approximately \$8,100.00.

Councilwoman Mary A. Bartolotta reads and moves for approval renewing and authorizing the Mayor to sign the Interlocal agreement between the City of Middletown and the Town of Portland for the use of the Portland Animal shelter through June 30, 2021. Councilman Sebastian N. Giuliano seconds the motion.

#### **Motion to Amend**

Councilman Serra states he would like to make a friendly amendment; it should be from the Town of Portland to the City of Middletown. Councilwoman Bartolotta states this was discovered at Finance and Government and it did not make it to the agenda.

The chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

P. Approving the changes to the Russell Library personnel, including a second Assistant (Deputy) Director, an additional Administrative Assistant, Librarian IV, Librarian II, and Clerk with a reduction of 3 Librarian III positions resulting in a cost neutral impact; and approving the transfers in the budget to reflect the changes in personnel.

#### (Approved)

Resolution No. 117-16 File Name

Councilman Gerald E. Daley reads and moves for approval the changes to the Russell Library personnel, including a second Assistant (Deputy) Director, an additional Administrative Assistant, Librarian IV, Librarian II, and Clerk with a reduction of 3 Librarian III positions resulting in a cost neutral impact; and approving the transfers in the budget to reflect the changes in personnel. Councilman Sebastian N. Giuliano seconds the motion. Councilman Daley this is establishing new lines and transfers with no additional dollars.

The chair calls for the vote. It is 12 aye votes by Councilman Eugene P. Nocera, Councilman Thomas J. Serra, Councilwoman Mary A. Bartolotta, Councilman Gerald E. Daley, Councilman Robert P. Santangelo, Councilman Carl R. Chisem, Councilman Robert Blanchard, Councilman Grady L. Faulkner, Jr., Councilman Sebastian N. Giuliano, Councilman Philip J. Pessina, Councilwoman Deborah A. Kleckowski, Councilwoman Linda Salafia; 0 nay votes and 0 absent by no one. The Chair states the matter carried with 12 affirmative votes, 0 in opposition and 0 absent.

Q. Approving the Interlocal Agreement between the Town of Portland and the City of Middletown for dispatching services and prisoner housing as outlined in the agreement and as approved by General Counsel as to content and form.

(Approved)

Resolution No. 118-16 File Name

Councilman Robert Blanchard reads and moves for approval the Interlocal Agreement between the Town of Portland and the City of Middletown for dispatching services and prisoner housing as outlined in the agreement and as approved by General Counsel as to content and form. Councilman Philip J. Pessina seconds the motion.

The acting chair states he was on the committee when they did this originally; it is a good agreement and has been in place for many years and triggered a mutual aid agreement. Councilman Serra states it heads for regionalization. The Acting Chair states it does move toward that and supports regionalization

The Acting chair calls for the vote. It is unanimous to approve with 12 aye votes. The chair states the matter passes unanimously with 12 affirmative votes.

# 13. Mayor's Appointments (Approved)

The Acting Chair reads the appointment to the Middletown Preservation and Design Review board.

## Middletown Preservation and Design Review Committee:

Appointment of Jammie Middleton to June 30, 2018

Councilman Chisem moves it for approval and is seconded by Councilman Blanchard. The Acting Chair calls for the vote and it is unanimous to approve with 12 aye votes. The Acting Chair declares the appointment approved

The Acting Chair reads the Clean Energy appointments.

#### **Clean Energy Task Force:**

Reappointment of Demetrius D'Alessandro to July 31, 2017. Reappointment of Jeff Pugliese to July 31, 2017 Appointment of August DeFrance to July 31, 2017 Appointment of Vincent Loffredo to July 31, 2017

Councilman Serra moves them for approval and is seconded by Councilman Giuliano. The vote is called and it is unanimous with 12 aye votes. Councilwoman Salafia asks why they are not told what party they are. Acting chair states they are vetted before the appointment is put on the list. There has to be minority representation. The Clerk clarifies that Clean Energy did not have term limits before and they do now and these appointments establish that. Some members did not want to be reappointed.

Juvenile Review Board appointments are read by the Acting Chair.

#### Juvenile Review Board:

Reappointment of Lee Buller to September 30, 2019 Reappointment of Kate Antonucci to September 30, 2019 Reappointment of Kym Bantum to September 30, 2019 Reappointment of Carol Kniss to September 30, 2019 Reappointment of Brenda Vilela to September 30, 2018

Appointment of Sue Romanoff to fill the unexpired term of Erin Knoll to September 30,

2017

Councilman Blanchard moves them for approval and Councilman Chisem seconds the motion. The Acting Chair calls for the vote and it is unanimous to approve with 12 aye votes.

The Acting Chair reads the appointments to the Board of Health.

#### **Board of Health:**

Reappointment of Patricia Destefano to July 31, 2020 Reappointment of Stanislaws Opalacz to July 31, 2020

Councilman Blanchard moves them for approval and his motion is seconded by Councilwoman Kleckowski. The Acting Chair calls for the vote and it is unanimous to approve with 12 aye votes.

The Acting Chair reads the appointments to the Long Hill Estate Authority.

## **Long Hill Estate Authority:**

Reappointment of Al Santostefano to August 31, 2019 Reappointment of Joseph Barone to August 31, 2019 Reappointment of Robert H. Boone to August 31, 2019

Councilman Serra moves them for approval and his motion is seconded by Councilman Blanchard. The vote is called and it is unanimous to approve with 12 aye votes.

The Acting Chair reads the appointment to Inland/Wetlands and Water Courses Agency.

#### **Inland/Wetlands and Water Courses Agency:**

Appointment of Ken McClellan to fill a vacancy to October 31, 2020

Councilman Serra moves it for approval and is seconded by Councilman Giuliano. Councilman Giuliano states there is a typo; Mr. McClellan does not have a "d" at the end of his name. He would like the correction in the record. There is no further discussion. The vote is called and it is unanimous to approve with 12 aye votes. The Acting Chair declares the appointments are approved.

All appointments are approved with separate votes for each committee.

### 14. Meeting adjourned.

Councilman Thomas J. Serra moves to adjourn the meeting. Councilman Sebastian N. Giuliano seconds the motion. The Acting chair calls for the vote. It is unanimous to approve with 12 aye votes. The Acting chair states the matter passes unanimously with 12 affirmative votes and adjourns the meeting at 7:51 p.m.

ATTEST:

MARIE O. NORWOOD COMMON COUNCIL CLERK